



Arizona State  
Board of Cosmetology

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## For Distribution

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***implementation of the final rule promulgation effective April 8 2006 regarding Pre-screening review of examination applications before graduation (R4-10-108) as follows:***

### **R4-10-108. Licensing Examinations**

A. The Board may complete a pre-screening review of examination qualifications, if requested, before the student graduates from a school, but the Board shall not approve the examination application until the student has completed a minimum of:

1. 1450 hours of cosmetology training,
  2. 500 hours of aesthetics or nail technician training,
  3. 550 hours of cosmetology instructor training,
  4. 400 hours for aesthetics instructor training,
- or
5. 250 hours of nail technician instructor training.

B. After the Board completes the pre-screening, an applicant may receive an examination date, but the applicant is not allowed in the examination site until the applicant provides a certification of graduation. If the applicant fails to provide a certification of graduation by the date set for the examination or the applicant does not appear at the examination site at the scheduled examination time, the applicant forfeits the examination fee. A pre-screening review is not a substitute for an official agency acceptance or issuance of a license.

The purpose of the rule is to eliminate time between graduation and licensing. We will accept application for candidates immediately who qualify. It will require sizable "catch up" during the next few weeks by our examination department so please be patient with us as we make the transition as follows:

1. Schools must receive two pictures from the students ***prior*** (as defined by the school) to the pre screening application process.
  - ***One picture*** is to be attached to the ***pre screening application*** in addition to the following:
    - i. **Hour certification** – from the school that the student has accumulated the number of hours required for pre screening,
    - ii. **Education document** – 10th grade or equivalent requirement,
    - iii. **Graduation date** – as determined by the school.
    - iv. **Fee** for examination and first license
      1. \$50.00 Written
      2. \$50.00 Practical
      3. \$40.00 1st License
  - ***The second picture*** is to be attached to the ***graduation diploma and certification of hours*** used to identify the completion of the program and to be presented to the examination site the day of the exam along with the following:
    - i. **Notice of examination date**
    - ii. **Photo ID**
    - iii. **Kit (Including mannequin except Aesthetic candidates)**
    - iv. **Lab Coat**
    - v. **Model (Aesthetic Candidate)**
2. Candidates will continue to receive a 10 day notice of examination which includes the date, time, and bulletins of information necessary for preparation and entrance into the examination site.
3. Certifications for Lazergrade will not qualify for pre screening and therefore will be processed only upon demonstration that graduation is completed.
4. Questions regarding Examinations will be received at 480 784 4539 Ext.